DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURE

SUBJECT:	**SCHOOL AND COMMUNITY LEAVE**	**Number: 07- 03.04**
Date:	**August 17, 2001**	**Page 1 of 2**
Revised:	**August 12, 2005**	

AUTHORITY: Civil Service Regulation 5.09 (http://www.michigan.gov/documents/SPDOC_05-03_Reg_5_120539_7.09.pdf).

Exclusively represented employees must refer to their contract language for school/community leave.

<< STATEMENT OF POLICY >>

All eligible employees who have completed 1,040 hours of satisfactory service receive eight (8) hours of school and community participation leave at the beginning of each fiscal year. School and community leave credits not used by the last pay period of the fiscal year are lost.

<< INFORMATION >>

Use of this leave requires prior supervisory approval. Approval is based on operational needs, consistent with use of Annual Leave.

Time shall be utilized in one hour increments and used only for qualifying events occurring during an employee's scheduled work time.

Community Leave is used for active participation in any structured secular community activity sponsored by a governmental agency, or a non-profit community organization or agency, and not for mere attendance at school or community events. Examples include, Habitat for Humanity, community or river cleanups, etc.

School Leave is used to actively participate in school sponsored activities including, but not limited to, tutoring, field trips, classroom programs, school committees, assisting with athletic or music programs, theater and school clubs. Attendance at band concerts, holiday programs or plays does not apply. You must be working at these functions to use the entitlement. Employees may not use school participation leave to attend parent/teacher conferences or college or university-related programs.

Parents of home schooled children are entitled to this benefit.

On the time sheet, hours are recorded as "school leave."

<< PROCEDURE >>

The employee must complete the EQ 1224 School and Community Participation Leave Request form and submit to supervisor for prior approval. The supervisor will deny or grant the leave and return a copy of the form to the employee, and keep a copy in their employee file.

The supervisor has discretion to approve or deny the request. School and Community Leave may only be used for the types of activities included on the request form. If the request does not meet the reflected criteria, then it must be denied. The employee may then request Annual Leave or Personal Leave in lieu of School and Community Leave. Work considerations for granting/denying should be consistent with requests made for Annual Leave.

If granted, the supervisor's approval in Data Collection and Distribution System (DCDS), or signature on the paper timesheet verifies that the School and Community Participation Leave Request form has been submitted to, and approved by the supervisor. The supervisor shall retain the completed form for three (3) years for audit purposes.

Approved: _____ Date: _____